

UPWARD MOBILITY PROGRAM

Annotated Guide

Target Title: **Account Clerk II**

Position Title Code: 00112

Salary Grade: RC-014-07

Credential or Certificate: Certificate

Under direct supervision, performs specialized clerical work in preparing and maintaining financial files, documents and records; verifies the accuracy of routine financial documents such as vouchers, invoices and requisitions; posts information abstracted from documents to an established detailed or support journal or register; maintains detailed or support ledger in accordance with prescribed format; maintains proprietary and budgetary records in a state institution; maintains bookkeeping records for inmate shops and commissaries; performs limited amount of related office machine operations and other duties as assigned.

External Auditing Area

Under direct supervision, performs specialized clerical work, using external technical auditing procedures, in the examination, review and verification of financial files, documents, records, tax returns, supporting schedules and reports; checks time limitations, computations and proper completion; determines type of error(s) and makes allowable corrections and for amendments; refers questionable or suspect forms; completes or initiates relevant corrective forms; initiates notices.

These positions exist in most state agencies.

1/93 Content Revisions

6/08 Salary Revised